

NORTH CENTRAL PARKE
COMMUNITY SCHOOL CORPORATION
MINUTES OF THE REGULAR BOARD MEETING
Thursday, October 25, 2018

CALL TO ORDER

The North Central Parke Community School Corporation Board of School Trustees met in a regular session board meeting at 7:00 P.M. on Thursday, October 25, 2018, in the Parke Heritage Middle School ELC Room. The following board members were present: Scott Ramsay, Rusty Akers, Kim Cooper, Gina Sunderman, Mike Neeley, Brandi Vandivier, and Jim Wrightsman. Those present in addition to the board members included Amy McCallister, Brienne Shields, Jane McMullen, Audra Long, Darlene Ayres, Stephanie Wrightsman, and *Sentinel* reporter Kay Timm.

President Scott Ramsay opened the meeting and asked all guests to sign in.

REVIEW AND REVISION OF THE AGENDA – None

MINUTES

On a motion by Mike Neeley and second by Jim Wrightsman, the Board voted 5-1 (Cooper) -1 (Sunderman) to approve the minutes for the September 22, 2018 regular session board meeting.

On a motion by Gina Sunderman and second by Brandi Vandivier, the Board voted 4-0-3 (Cooper, Neeley, and Akers) to approve the minutes of the special session board meeting on October 11, 2018 and the certification for the Executive Session on October 11, 2018.

FINANCIAL BUSINESS

a. Payroll and Claims

On a motion by Rusty Akers and second by Kim Cooper, the Board voted 7-0 to approve the payroll and claims as follows:

Payroll	September 28, 2018	\$169,787.03	
Payroll	October 12, 2018	<u>\$166,903.44</u>	
		Total	\$336,390.47
Claims	September 28, 2018	\$ 247,260.64	
Claims	October 12, 2018	\$ 423,946.04	
Claims	October 25, 2018	\$ 316,749.63	
		Total	\$ 987,956.31
			=====
		Total Payroll and Claims	\$ 1,324,646.78
Cafeteria Claims	\$74,846.92		

- b. ECA Monthly Financial Reports: The ECA Monthly Reports were presented for informational purposes only.
- c. Utility Cost Summary: A utility cost summary for both Rockville and Turkey Run was shared with the Board. No action was requested since they are approved as a part of the claims.
- d. Monthly Financial Reports: Dr. Rohr shared the monthly financial statements and Comparative Cash Reports with the Board. He noted that the monthly General Fund revenue was greater than the monthly expenditures for this past month.

REQUESTS AND COMMUNICATIONS – None

PERSONNEL REPORT

- a. Non-Certified Employment: On a motion by Jim Wrightsman and second by Rusty Akers, the Board voted 7-0 to employ Mr. Gail Williams for a 4 hour/day custodial position at PHMS effective October 1, 2018. Salary and benefits will be as per the Non-Teaching Personnel Handbook.
- b. Non-Certified Employment: On a motion by Kim Cooper and second by Brandi Vandivier, the Board voted 7-0 to employ Pam Hobbs as a Title I Instructional Assistant effective October 29, 2018. Salary and benefits will be as per the Non-Teaching Personnel Handbook.
- c. ECA Appointments: On a motion by Gina Sunderman and second by Rusty Akers, the Board voted 6-0-1 (Neeley) to approve the following ECA appointments:

Charlie Godfrey	Asst. Wrestling	PHHS	50%
Robert Young	Asst. Wrestling	PHHS	50%
Roger Rowe	BB Volunteer	PHHS	
Kara Waldrop	Teacher Leadership	RES	
Brianne Shields	Teacher Leadership	RES	
Deb Mitchell	Girls BB – 8 th grade	PHMS	
Chelsea Leonard	Girls BB – 7 th grade	PHMS	
Mike Simpson	Girls BB – 6 th grade	PHMS	
Corey Newnum	FCA	PHHS	50%
Jordan Davies	BB Volunteer	PHMS	
Bob Melon	Spring 5 th /6 th Football	PHMS	
Jarod Russell	BB Volunteer	PHMS	

OLD BUSINESS - Adoption of 2019 Budget

Superintendent Rohr explained that due to an advertising error of the Form 3 in the Gateway system, he is recommending the Board re-adopt the 2019 Budget as follows:

- a. Resolution to Adopt the 2019 Budget ((Education Fund; Debt Service Funds; Operations Fund; Rainy Day Fund)

RESOLVED: (To approve 2019 Budget)

Whereas, the Board of School Trustees is the governing body of the North Central Parke Community School Corporation, Marshall, Indiana, and

Whereas, the governing body held a public hearing regarding this 2019 budget on October 11, 2018 at the Rockville Administration Office.

We hereby approve and adopt the 2019 Budget (Education Fund; Debt Service Funds; Operations Fund; Rainy Day Fund) for the North Central Parke Community School Corporation as advertised and approve the Resolution of Appropriations (State Budget Form #4-A) and Budget Submission Letter and Certificate & Resolution of tax rates (State Budget Form # 4) as presented.

This resolution was duly made, seconded and adopted this 25th day of October, 2018.

The resolution was approved as follows:

Motion: Rusty Akers

Second: Kim Cooper

Vote: 7-0

b. Resolution to Adopt the 2019-2021 CPF Plan as part of the Operations Fund

RESOLVED: (To approve 2019-2021 plan for Capital Projects Fund (as part of Operations Fund))

Whereas, the Board of School Trustees is the governing body of the North Central Parke Community School Corporation, Marshall, Indiana, and

Whereas, a Capital Projects Fund (as a part of the Operations Fund) has been established, and

Whereas, the governing body is required to adopt a plan with respect to the Capital Projects Fund (as part of the Operations Fund) , and

Whereas, the governing body held a public hearing regarding the plan on October 11, 2018 at the Rockville Administrative Office.

Therefore be it resolved by the governing body that the plan entitled Capital Projects Plan of 2019-2021 (as part of the Operations Fund) is hereby incorporated by reference into this resolution, and is adopted as the governing body's plan with respect to the Capital Projects Fund (Operations Fund).

This resolution was duly made, seconded and adopted this 25th day of October, 2018.

The resolution was approved as follows:

Motion: Rusty Akers

Second: Kim Cooper

Vote: 7-0

c. Resolution to Adopt the 2019-2023 Bus Replacement Plan as a part of the Operations Fund

RESOLVED: (To approve 2019-2023 BUS REPLACEMENT PLAN (as part of Operations Fund)

Whereas, the Board of School Trustees is the governing body of the North Central Parke Community School Corporation, Marshall, Indiana, and

Whereas, a School Bus Replacement Plan (as part of Operations Fund) has been established, and

Whereas, the Board of School Trustees is required under IC 21-2-11.5-3.1 to adopt a plan with respect to a School Bus Replacement Plan (as part of the Operations Fund), and

Whereas, the Board of School Trustees held a public hearing regarding the plan on October 11, 2018 at the Rockville Administration Office, and

Therefore be it resolved, by the Board of School Trustees that the plan entitled School Bus Replacement Plan (as part of the Operations Fund) for the years 2019-2023 is hereby incorporated by reference into this resolution and is adopted by the Board of School Trustees with respect to the School Bus Replacement Plan (as part of the Operations Fund).

This resolution was duly made, seconded and adopted this 25th day of October, 2018.

The resolution was approved as follows:

Motion: Rusty Akers

Second: Kim Cooper

Vote: 7-0

d. Resolution to Reduce Budget

RESOLVED: (To Reduce 2019 Budget – Line 1, Line 1a, Line 2, or Line 11 Resolution, State Budget Form 4 (b) for Budget Hearing with Department of Local Government Finance.)

This resolution gives the Superintendent the authority to lower appropriate balances at the time of the Budget Hearing to more accurately reflect necessary expenditures July 1 to December 31, 2018 on School Budget Form # 4-B, Line 2. It also grants authority to reduce line 1 and Line 1a expenditures and line 11 operating expenses for 2019.

Whereas the Board of School Trustees is the governing body of the North Central Parke Community School Corporation, Marshall, Indiana, and expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next 6 months, and whereas the Board of School Trustees is required to advertise the 2019 Budget three months prior to implementation, and whereas the Board of School Trustees wishes to impose the most appropriate tax rate on the patrons of the North Central Parke Community School Corporation to insure appropriate levies to fund the school budget.

Therefore, be it resolved, that the Board of School Trustees grant the appropriate authority to the superintendent to lower appropriate balances where necessary to more accurately reflect necessary expenditures between July 1 and December 31, 2018 on the School Budget Form 4-B, line 2, as well as to lower appropriate balances where necessary for the Budget Estimate 2019 line 1 and line 1a, or projected operating balances on line 11.

This resolution was duly made, seconded, and adopted this 25th day of October, 2018.

The Resolution was approved as follows:

Motion: Rusty Akers

Second: Kim Cooper

Vote: 7-0

As a result of the above resolutions, the Board hereby adopted the Resolution for Appropriations and Tax Rates (Form 4) and duly signed the form for submittal to the DLGF through the Gateway system.

A copy of the adopted budget shall be made a part of these minutes.

NEW BUSINESS

a. Donations: On a motion by Mike Neeley and second by Gina Sunderman, the Board voted 7-0 to accept the following donations:

\$1,989.84 from Elanco (Clinton) to the RES, TRES, and PHMS Robotics Program

\$700 from PCCF (Dixon Fund) to RES for Flexible Seating (Burkman)

\$264 from PCCF to RES Pre-School Literacy

\$ 500 from Hartman Family Heritage Fund to RES 2nd grade field trip

\$ 3,800 from Rockville Athletic Alumni to PHHS Hudl (filming)

\$ 100 from RV Hometown Florist to PHHS Student Council

\$999 from PCCF to NCP for WRN Weather Station (Seitz)

\$200 from PCCF for RES Jump Ropes/Fitness Supplies (Harpold)

\$240 to PHHS FFA from the tailgate party

\$ 120 from PCCF (Lunsford Fund) to TRES "Reading Eggs" (Bridge)

\$240 from PCCF (Cochran Fund) to TRES 1st grade for Field trip

\$ 741.93 from Rox Alumni to RES & PHHS Student Activity Account

\$465 from PCCF (Mosteller Fund) to TRES for Purdue Christmas Show

\$6,000 from International Paper to NCP Schools for school materials

\$ 100 from Mt. Hermon Bible Church to TRES Cafeteria fund

\$ 300 from Jim/Stephanie Wrightsman to PHMS Athletics

\$ 25.50 from concession stand to RES Robotics Program

The Board expressed appreciation for the donations.

b. Student Testing Policy: On a motion by Kim Cooper and second by Rusty Akers, the Board voted 7-0 to approve the DOE recommended policies dealing with Test Security and the Testing Integrity Training Manual. The information was prepared by Test Coordinator Rebecca Cory. A copy of the Testing Integrity Training Manual and the Test Security Policy will be made a part of these minutes.

c. Fund Raisers: On a motion by Brandi Vandivier and second by Jim Wrightsman, the Board voted 7-0 to approve the following fund raisers:

- PHHS Athletic Dept. for Spirit Apparel
- PHMS Jr. NHS selling Kitchen Utensils for MS Dance

d. Graduation: On a motion by Rusty Akers and second by Kim Cooper, the Board voted 7-0 to table until the November board meeting any decision regarding the time and location of the 2019 graduation ceremony. The board members are requesting additional information prior to making a decision.

e. Disposal of Surplus Equipment: Dr. Rohr shared information with the Board members about the recent auction of surplus/obsolete equipment. He indicated that there was very little interest in the auction and the district may need to dispose of some of the items not taken by the bidders.

Lot Number	Item	Successful Bidder
1	Gym Lights (approx. 42 fixtures)	Markus Johnson
2	Padded Gym Wall Mats	Jenny Benjamin
3	Computer tables	No Bidder
4	School lockers	Markus Johnson
5	Shop Equipment/tools and shop Tables	Markus Johnson
6	Cafeteria serving tables	Markus Johnson
7	Stackable student chairs and student desks	Markus Johnson
8	Computer tables	No Bid
9	Straight leg and folding tables	Markus Johnson
10	Electronic/AV Equipment	Markus Johnson
11	File cabinets and storage cabinets	Markus Johnson
12	Miscellaneous furniture	Markus Johnson
13	Miscellaneous/Scrap Items	Markus Johnson
14	Miscellaneous/Scrap Items	Markus Johnson

The bid for the Gym Wall pads was \$150.00

The bid for all other lots was a total of \$684.00

f. Apple Vouchers: On a motion by Brandi Vandivier and second by Rusty Akers, the Board voted 7-0 to authorize the school administration to purchase computer software (apps) from Apple for use by the school corporation. A copy of the authorization is as follows:

RESOLUTION TO OBTAIN APPLE VOUCHERS

WHEREAS, it is advisable to obtain Apple Voucher privileges for purposes of purchasing software/related “apps” relative to the business affairs of the Corporation, be it:

RESOLVED, that Jana Crites, Technology Director, obtain an Apple Voucher with such credit limit and terms as the Treasurer deems advisable, and that the following persons be authorized to purchase software and “apps” for school corporation owned Apple Devices (Ipads) that are reasonably related to carrying out the business of the Corporation as provided for by the Internal Revenue Code, and that the Treasurer of the Corporation is directed to monitor said account and pay such proper charges as they fall due.

Vonessia Harmon, Treasurer
 Jana Crites, Tech Director

The Apple Voucher system shall only be used in conjunction with our current policies; in which use of a standard purchase order is required. Any use of the Apple Voucher system shall be done in accordance with the North Central Parke School Corporation purchasing policies and procedures. Use of the Apple Voucher system to charge any personal purchases is strictly prohibited, regardless of whether the official

or employee intends to reimburse the School Corporation for the purchase. "Apps" can only be installed on Corporation owned devices; not personal devices of the teachers and staff. The Apple Voucher system will be managed by Jana Crites, Technology Director. All purchases will be documented and kept on file in the Technology Department. The Corp. Treasurer, Vonessia Harmon, will ensure purchase orders and corresponding documents will be filed as required by State Board of Accounts. Copies of the documented purchases shall be made available to the Board upon request.

g. Letter Jacket Policy: Dr. Rohr explained that the Board had originally approved a policy on the awarding of Letter Jackets as presented by the Consolidation sub-committee last year; however, circumstances have changed and there is a need to revise the original language. Therefore, on a motion by Rusty Akers and second by Mike Neeley, the Board voted 7-0 to approve the revised Letter Jacket policy as follows:

Letter Jacket Policy

OVERALL POLICY: Any athlete that receives a varsity letter in a sport is eligible to purchase a PH Letter jacket. All letter jacket purchases are required to be made through the Athletic Department to ensure consistency with the style, colors, and look of the PH letter jacket. Purchasing through the Athletic Department will also help defray cost due to letter jackets being bought in bulk. The Parke Heritage Booster Club will pay for each athletes' PH letter, grade numerals, chevrons, and any team or individual championship or all-conference award. Any other extra items wanted on a PH letter jacket will be at the expense of the athlete.

LETTERING: The lettering point system will still be in place in order to track PH Blanket Awards. 5 points will be awarded for Varsity letters, and 2 points will be awarded for participation. (Please refer to the current Athletic Handbook for determination of lettering.) Managers must complete 2 seasons in the same sport to obtain a letter. The Athletic Director and coaches will determine the number of managers allowed to letter per sport. Spirit lifters must also complete 2 seasons to obtain a letter. Cheerleaders who earn a Varsity spot in both the fall and the winter will receive 1 Varsity Letter (5 pts) for completing both seasons in good standing. Cheerleaders who only cheer for the fall or winter season will be given participation points. Dance team participants will not receive an athletic letter, but they will earn points towards band jackets.

****SPECIAL POINT FOR GPA.*** For each semester an athlete earns a 3.75 GPA, the athlete will be awarded 1 additional point to his or her point total. However, GPA points will not count toward blankets.

LETTER JACKETS: Athletes who have earned a letter may purchase a letter jacket through the Athletic Department. Letter jackets will be purchased 3 times per year (once after each season). This will allow for jacket consistency, as well as keep the price per jacket down due to ordering in bulk. Dance team participants will not receive an athletic letter, but they will earn points toward band jackets.

BLANKETS: Athletes who have earned a minimum of 45 points will be awarded an athletic blanket purchased by the Athletic Department at the Senior Awards Program. Only athletic points will count toward blankets.

h 1. Ratification of Master Contract:

On a motion by Rusty Akers and second by Kim Cooper, the Board voted 7-0 to ratify the Master Contract between the North Central Parke Community School Corporation and the North Central Parke Classroom Teachers’ Association for the 2018-2019 school year. A copy of the Master Contract is included as a part of these minutes.

The Board and administration expressed appreciation for the professional relationship with the teachers’ association throughout the bargaining process.

h 2. Administrative Compensation and Benefits:

On a motion by Kim Cooper and second by Mike Neeley, the Board voted 5-2 (Vandivier and Wrightsman) to approve the following salary for the administrative staff. Furthermore, the Board approved the same health insurance contribution for administrators as was provided for in the Master Contract. The salary for each administrator (administrative duties only) is listed as follows:

Kristin Robinson	\$ 71,175 (202 days)
Jenny Benjamin	\$ 68,183 (202 days)
Dwight Ashley	\$ 90,366 (217 days)
Scott Schulz	\$ 85,115 (217 days)
Rich Schelsky	\$ 40,000 (217 days)
Amanda Elizondo	\$ 30,301(207 days)* (AD Only)

h 3. Non-Teaching Salary and Benefits:

On a motion by Gina Sunderman and second by Mike Neeley, the Board voted 5-0-2 (Akers and Wrightsman) to approve the following Non-Teaching Salary Schedule effective July 1, 2018 for the 2018-2019 school year. Furthermore, the Board approved the recommendation to provide the eligible non-teaching staff the same health insurance benefit package as provided in the teachers’ Master Contract.

PAY SCHEDULE

Approved by the Board of School Trustees on October 25, 2018
For Effective Date of July 1, 2018

Position	Actual Work Days	Paid Holidays	Daily Work Hours	Annual Work Hours	Hourly Pay Rate
		FULL TIME			
Business Manager	235	10	8.00	1,960	\$24.00
HumanResources Deputy Treasurer	235	10	8.00	1,960	\$22.26
Claims Clerk / CO Secretary	235	10	8.00	1,960	\$16.50
Athletic Dir./Admin Assistant	217		Minimum of 8.00		Salaried Position \$40,000
Network Administrator	225	0	8.00	1,800	\$26.92
Computer Technician	225	0	8.00	1,800	\$23.79
Director of Maintenance/Trans.	250	10	Minimum of 8.00	Minimum of 2,080	Salaried Position \$54,200

Maintenance Assist. Level I	250	10	8.00	2,080	\$17.00
Maintenance Assist. Level II	250	10	8.00	2,080	13.50
Full/Reduced Time Custodian	250	10	6.00-8.00	1,500-2,080	\$13.46
School Yr. Custodian	200	0	4.00	800	\$13.46
MS/HS Secretary	210	0	8.00	1,680	\$14.49
ECA Treasurer	210	0	8.00	1,680	\$17.00
Transportation Coor	210	0	8.00	1,680	\$19.65
Elementary Secretary	200	0	8.00	1,600	\$14.24
FT Special Needs IA	180	0	6.50 to 8.00 Ave.	1,170 to 1,440	\$10.45
IA - Speech	180	0	8.00	1,440	\$19.38
ASL Interpreter	180	0	8.00	1,440	\$10.30
Nurse	182	0	7.00	1,274	\$26.92
Dir. Food Services	220	0	8.00	1760	\$15.53
Cafeteria Site Manager	190	0	8.00	1,520	\$11.49
Computer Lab/Library IA	180	0	8.00	1,440	\$12.63
Bus Driver/ Mid Bus (Sp Ed Route)	181	0	8.00	1,440	\$9.60 per hr.
		REDUCED TIME			
Public Relations/Sec.	180	0	ave. \leq 28.75 hours/week	\leq 1,035	\$18.50
Instructional Assistant	180	0	ave. \leq 28.75 hours/week	\leq 1,035	\$12.42
Part Time Test coor.	180	0	As needed		\$14.49
Cafeteria Worker	183	0	ave. \leq 28.75 hours/week	\leq 1,035	\$10.97
		PART TIME			
Bus Driver/Yellow Bus	181	0	ave. \leq 30 hrs /week	\leq 1,086	\$71.00 per day
ECA Bus Driver	Varies	0	ave \leq 30 hrs / week	Varies	\$9.60 per hr (minimum 3 hrs)
Corp. Shuttle Bus	180	0	Varies	Varies	\$35/day
Substitute Non- Certified Staff	Varies	0	Varies	Varies	\$9.50
Summer Help	Varies	0	Varies	Varies	\$9.50

MISCELLANEOUS BUSINESS - None

SUPERINTENDENT'S REPORT

Dr. Rohr indicated that the ISBA Regional Meeting is scheduled for November 13th and asked that any board member who would like to attend notify him so reservations can be made.

Dr. Rohr also indicated that the transition for the consolidation effort continues to be very positive. The district has been receiving some excellent press coverage and many positive comments are being expressed by individuals both in the district and from the surrounding area.

COMMENTS FROM PATRONS – Amy McCalister shared that there are many new requirements for School Safety Specialists as a result of state regulations. She indicated that she

felt the School Safety Specialists should be provided some type of stipend for the additional work.

Also, Brianne Shields expressed various concerns about the new special education cooperative. She stated that communication and follow-up with the coop was slow and/or non-existent in many cases. The Board members directed Dr. Rohr to follow-up on this and report back to the Board about what steps are being taken to resolve the concerns.

FUTURE BOARD MEETING DATES

The next regular board meeting will be on November 15th in the Rockville Administration Office.

ADJOURNMENT

The regular session was adjourned at 8:20 p.m.

North Central Parke Community School Corporation

Scott Ramsay, President

Jim Wrightsman, Member

Rusty Akers, Vice-President

Brandi Vandivier, Member

Kimberly Cooper, Member

Mike Neeley, Member

ATTEST:

Gina Sunderman, Secretary